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ADMINISTRATIVE NOTES

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Vol. 3, No. 11

AUGUST 1982

YELLOW PAPER

Beginning with this issue ADMINISTRATIVE NOTES will be printed on yellow paper. We hope the colored paper will be an alert for anyone processing the depository shipments in order that ADMINISTRATIVE NOTES be passed quickly on to the documents librarian. The ADMINISTRATIVE NOTES contain important information, so PLEASE READ EACH ISSUE!!!!!!

COUNCIL MEETING REMINDER

Fall meeting dates for the Depository Library Council to the Public Printer: September 20-22, 1982. The city: Alexandria, Virginia. The place: Ramada Inn - Old Town. The "State Plan Information Exchange:" 1:30PM to 4:30PM on Sunday, September 19th in the United Way North Room. The informal get-together: 5:30PM on Sunday, September 19th in the Lobby.

Rooms are available at the meeting site: Ramada Inn - Old Town, 901 North Fairfax Street, Alexandria, Virginia 22314, PHONE: (703) 683-6000, RATES: Single: \$55.00 + tax; Double: \$60.00 + tax. (NOTE: a block of rooms is being held for those attending the Council Meeting through August 29th. Registration after that date will be on a first-come, first-served basis.)

Rooms available close to the meeting site (listed in order of nearness - the most distant is a ten minute walk): Best Western - Old Colony Motor Lodge, 1000 North Washington Street, Alexandria, Virginia 22314, PHONE: (703) 548-6300 (ask for Ms. Woody and special rates given to people attending GPO meetings), SPECIAL GPO RATES: Single: \$44.00 + tax; Double: \$52.00 + tax. Quality Inn Towne, 808 North Washington Street, Alexandria, Virginia 22314, PHONE: (703) 548-3500, RATES: Single, \$38.00 + tax; Double, \$45.00 + tax. Econo Lodge Motel, 700 North Washington Street, Alexandria, Virginia 22314, RATES: Single: \$32.95 + tax; Double, \$40.95 + tax, PHONE: (703) 836-5100.

Make your reservations soon! A preliminary agenda will be sent to depositories in the near future. (For additional information, see ADMINISTRATIVE NOTES, June 1982, Volume 3, Number 7.)

ATTENTION DEPOSITORY LIBRARY WORKERS

We still have a few openings available for two of the remaining four "GPO Orientations for Depository Librarians." Priority will be given to people working in a Federal depository library.

1982 GPO ORIENTATION FOR DEPOSITORY LIBRARIANS

October 20, 21, and 22, 1982
November 17, 18, and 19, 1982

Please submit your request for attendance in writing to the Director, Library and Statutory Distribution Service, 5236 Eisenhower Avenue, Alexandria, Virginia 22304, ATTN: Pat Gillaird. Provide your business mailing address, Federal Depository Library Number, telephone number with area code, and second choice of dates. Selection will be on a first come request basis.

CATALOGING OF CENSUS BLOCK STATISTICS

The delay in receiving the microfiche Block Statistic maps poses a problem for GPO, because the most appropriate means of cataloging the maps is on the same bibliographic record as the report. Rather than delay the cataloging, we have decided to proceed with cataloging both the report and maps as the reports are received in the Classification and Cataloging Branch. The maps will be treated as accompanying material to the report. The sales information will reflect the format in which each is available from the Superintendent of Documents. The item number will represent both the report and maps, even though the maps have not yet been distributed. The first records will appear in the August Monthly Catalog. A sample entry may be found under OCLC #8546891.

NON-RECEIPTS

From time to time L.S.D.S. will not receive an issue of a publication planned for distribution to depositories in a paper format. When this occurs, distribution of the item will be made in a microfiche format. The following notice will be placed on the microfiche shipping list and the affected classification number tagged with an appropriate footnote reference mark.

"We have made every effort to obtain this publication for you in a paper format. Since we have been unable to obtain the needed copies, this publication is being distributed to all selecting libraries in microfiche. Every effort is being made to ensure that future issues are distributed in a paper format. We apologize for any inconvenience this may cause you."

